

**Jefferson County
Position Description**

Name:		Department	Human Services
		:	
Position Title:	Adult Protective Services Social Worker	Pay Grade:	20
		FLSA:	
Date:	January 2010	Reports To:	Unit Supervisor

Purpose of Position

The purpose of positions in this classification is to provide adult protective services to the elderly and adults with disabilities. Services provided include receiving and responding to reports of abuse and/or neglect; provide and monitor emergency and non-emergency protective placement and guardianship services; and providing case management services to individuals through the Targeted Care Management and Emergency Mental Health Programs.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receive, respond and investigate reports of abuse and neglect of vulnerable adults and the elderly. Includes physical, sexual, financial or emotional abuse; self-neglect and neglect by others. Assess for emergency vs. non-emergency service needs. Refer to law enforcement when necessary. Provide short-term case management to resolve situation. Complete required documentation including state reports via the Wisconsin Incident Tracking System (WITS)
- Receive requests for county funded guardianships & protective placements. Prepare all court paperwork including the Comprehensive Evaluation. Monitor and prepare the Annual Reviews of Protective Placement. Attend court hearings as necessary.
- Provide Emergency Services under Chapter 55. Respond to emergency situations; make a custody decision; arrange for placement; complete all legal paperwork; attend all court hearings, provide testimony and arrange for or provide transportation for clients to attend court hearings.
- Provide Targeted Case Management (TCM) Services. Complete all assessment, coordination plan, reviews, and progress notes, opening and closing paperwork. Ensure that billing requirements are met.
- Provide on-going Crisis Intervention (EMH) services to the elderly, and adults with physical disabilities who do not have a primary diagnosis of mental illness and/or who are served via CCS, CSP or the mental health team. Coordinate with the IMD, MCO and ADRC to develop a safe discharge plan. Monitor the Chapter 51 mental health commitment court order. Attend psychiatric visits and other staffings. Arrange for returns to the state institutions or general hospital psychiatric units when needed. Notify the courts of change in placement. File for extensions or discontinue the order when appropriate. Complete linkages and follow up as necessary. Ensure that billing requirements are met.

Additional Tasks and Responsibilities:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

- Notifies potential clients about services provided via the ADRC through correspondence and one-to-one contact, and makes referrals as needed.

Minimum Training and Experience Required Performing Essential Job Functions:

Bachelor's degree and three years professional social work experience or Associate degree and five years professional social work experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Advanced training and/or experience in investigating abuse or neglect; working with individuals and families experiencing a crisis; making custody/placements decisions and providing court testimony is preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions**Language Ability and Interpersonal Communication**

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives and prepare treatment and other plans. Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to counsel and treat clients, and mediate disputes. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations, Ability to provide advocacy for clients.
- Ability to utilize a variety of advisory and specialized data and information such as Court orders and records, client records, medical reports, psychological reports and assessments, criminal histories, police reports, placement reports, AODA reports, guardian ad litem reports, group home reports, clinical reviews, contact records, daily activity records, crisis sheets, protective payee reports, case notes, court documents, non-routine correspondence, Wisconsin Statutes Chapters 48, 55, 51, 893, 115, Wisconsin Administrative Codes, Physician's Desk Reference, dictionary, DSM III, placement manuals, agency policies and a variety of forms.
- Ability to communicate verbally and in writing with clients, Department personnel, Judges, attorneys, psychiatrists, psychologists, law enforcement personnel, Probation and Parole personnel, parents, State and Federal human service agency personnel, foster and group home parents, court personnel, victims/witnesses, medical care providers, educators and employers.

Mathematical Ability

Ability to add and subtract, multiply and divide and calculate percentages, fractions and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory criteria.

Physical Requirements

☐ Ability to exert very moderate physical effort in sedentary to light office work, involving stooping, kneeling, crouching and crawling. Ability to handle, finger and feel. Ability to lift, carry, push and pull.

☐ Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled

☐ Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

Environmental Adaptability

☐Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date